

A Constitution, also referred to as Bylaws or a Charter, is a student group structure and purpose statement that is an organization's guiding document. The Constitution formally identifies the organizations name and purpose for operating as well as the structure and selection of the organization's executive officers.

Every recognized student organization or club is required to have a Constitution on file with the Center for Leadership and Service.

Constitution Sample Outline

Name and Objectives

**Name：**Model United Nations Club

**Purposes:** Enhance students' awareness of paying attention to the current country and the world and their ability and quality to participate in national political life.

**Objectives:** 1. Improve academic, oral, interpersonal and speaking skills. 2.Let different countries, different cultures and different ideas to communicate. 3.Keep abreast of current events.

Membership

Students who are interested in the model United Nations can apply to join and review the basic criteria for membership. Have enough enthusiasm and self-confidence, kindness, civilization, sense of responsibility, hard work, abide by the student code and this constitution rules.

**Power:** (1) Obtain the qualification to participate in the training and activities organized by the club. (2) To make comments or suggestions to the secretariat.

**Duties: (**1) Abide by the rules of the club and accept the leadership of the club. (2) Take an active part in club activities and follow club arrangements. (3) Set up the good image of the club actively to the outside world, and give advice for the development of the club.

Officers and Duties

**President:** 1. Hold regular meetings within the club 2. Plan and deploy the work of the whole club. 3. Be responsible for the appointment and removal of posts within the club. 4. Supervise the work of the heads of various departments.

**Vice President:** 1. Assist the President to do the related work. 2. Responsible for the supervision of all departments in the club. 3. Regularly report the work to the President. 4. In the absence of the President, the duties of the President shall be performed

**Academic Director:** Provide academic support to the club.

**Secretary:** 1. Answered all kinds of questions of student associations and handled all kinds of complaints. 2. Sent and received all kinds of documents. 3. Deliver various information and requirements to the associations.

**Planning Dep. Manager:** Manage the planning affairs of the club.

**Treasurer:** Manage the financial affairs of the club.

Meetings

1. Hold at least three meetings per semester (start of term, midterm, end of term).
2. Each meeting is prepared according to the theme issued by the President in advance. Everyone should express their opinions at least once during the meeting.
3. Call some emergency meetings special meetings. In special meetings, the President or vice President designates participants. The main thing is for the officers to call something urgent and then publish the assignment
4. The quorum established to handle the group's business shall be six persons

Standing Committees

**Secretariat:** Internal administrative hub and daily activity center. (1) To undertake the regular working meetings and special meetings of MUN. (2) Guiding the establishment of research projects in combination with the university. (3) Cooperate with the publicity center to co-organize the information session of MUN. (4) Fully cooperate with all departments to carry out various lectures and team development activities. (5) Build a communication platform for various departments and convey various work arrangements

**Academic Center:** To undertake the academic research and training of the association. (1) Train participants of the model United Nations competition. (2) Regularly organize and carry out academic exchanges with MUN of friendly universities to enhance members' academic strength.

**Financial Center:** The guarantee center of various activities of the association and the core hub of cooperation and exchange with the commercial organizations of the association. (1) Make the income and expenditure plan of various activities of the association scientifically, and allocate and distribute the financial resources scientifically. (2) Make clear the financial income and expenditure of the association. (3) Committed to the cooperation and exchange between the association and social commercial institutions, to obtain sponsorship, and to guarantee the funds of association activities.

**Planning Department:** To undertake the activity planning responsibility of the association. (1) Train participants of the model United Nations competition. (2) Organize the every activity of the association.

Elections and Vacancies

During the term of office of a member of the secretariat, the following procedures shall be followed, if vacancies arise for various reasons and additional members are needed: 1. If the President is vacant, the secretariat shall nominate and recommend candidates and inform all the members. 2.Vacancies of other members of the secretariat shall be nominated by the President, discussed and approved by the secretariat, and reported to all the members. 3. For other vacancies, there are presidential nominees. The final election was by ballot. 4. Officials are elected on the last weekend of the first month of each semester

\* All executive board positions must meet the Wenzhou- Kean University Student Leadership Criteria.

Removal and Succession of Officers

**Reasons:** (1) the activities of the organization violate the constitution. (2) making Rachel within the mass organizations, thus causing disunity within the mass organizations. (3) improper use of funds of the mass organizations. (4) the work style is not decent, seriously affecting the reputation of the club. (5) not participating in activities or meetings held by the association or the secretariat for no reason for three times in total. (6) seeking their own interests in the name of the society.

\* If more than three quarters of the members agree, approve the removal of an officer. Three notices must be given to the membership before the vote.

\* Officer can be re-election if they perform well and do not make the above mistakes

Amendments

When the Student Group Constitution is no longer in line with the regulations and provisions of Wenzhou-Kean university or the members of the association are not satisfied with the group structure and purpose, they need to be revised.

Inform all members to attend the amendment meeting (at least twice) when the club officially decides to amend the constitution.

If three-quarters of the members agree to the change, then revise it

Advisor

The organization advisor must be a Wenzhou-Kean University full-time employee (faculty or staff).

University Regulations

The full name of the organization is "model United Nations society of WenZhou Kean university", which is established by students who are willing to participate in various model United Nations activities in the university, under the direct leadership and unified management of the youth league committee of the university. Group shall be in full compliance with all pertinent Wenzhou-Kean University regulations, rules and policies relevant to its activities.

Updating An Existing Student Group Constitution